

S-E-C-R-E-T

**CONFIDENTIAL**

9 May 1957  
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MEMORANDUM FOR: Director of Training  
FROM : Chief, Plans and Policy S  
SUBJECT : Weekly Activities Report

I. COMPLETED PROJECTS

1. Language Development Program

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a. Achievement Award to be Granted

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(1) [ ] is the first Agency employee to qualify for an Achievement Award in the Language Development Program. He is a GS-12 and is working in the FE Division, DD/P. Since September 1956 he has been enrolled in a semi-intensive course [ ] and is scheduled to leave soon for a tour of duty [ ] When [ ] enrolled for the language course, his comprehensive proficiency was 25X1 at the intermediate level. He has attained the highest level of comprehensive proficiency and, therefore, will receive an award of \$600. 25X1

(2) The Chairman of the Committee has prepared, for DTR's signature, a memorandum to DCI inviting him to make the presentation of the first award.

b. Monthly Status Report of the Committee

The Chairman of the Committee on Language Development has prepared a draft of the first monthly status report on the Program. This report will be put in final form and sent to DTR after the Committee approves the report at its meeting on 9 May.

2. DE/P Materiel Board

W C/PPS has prepared for DTR's signature a memorandum to the Chairman of the DE/P Materiel Board recommending that OTR be removed from membership on the Board but that Board proceedings continue to be sent to DTR for circulation within OTR.

3. Employee Suggestions

Two employee suggestions have been evaluated and returned to the Suggestion Awards Committee. One other suggestion has been referred to IS.

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4. DD/P Country Program

This Office prepared comments on the SE, NEA, and WH Country Programs for SPA-DD/S.

5. Staff Study

A staff study was prepared for consideration by the OMT Planning Conference regarding integrated training pattern which take cognizance of and is more responsive to the existing and proposed activities of the foreign divisions of DD/P.

6. Conferences at the AFSC

Arrangements have been completed for a conference on the morning of 9 May with those officers who are to accompany [redacted] to the Armed Forces Staff College. A tentative agenda had been prepared for consideration by this group in preparation for the conferences to be conducted with student seminars during the afternoon of 18 June.

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II. PROJECTS IN PROCESS

1. Staff Study on External Training of Resignees

All statistics—the names, estimated cost of each course and transportation, how long each person was in training and how long each person remained in the Agency after receiving the training—have been collected for the staff study on External Training of Resignees. The first draft of this report will be prepared by 10 May.

2. PP/PM Seminar

The tenth session of PP/PM Seminar is to be held on 9 May.

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III. MEETINGS ATTENDED

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1. Briefing [redacted]

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2. CIA Career Services Selection Panel

[redacted] attended a meeting of the CIA Career Services Selection Panel on Tuesday, 7 May.

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